

RELEASE

In consideration of the fact that the Barrington Public Library, Barrington, Rhode Island, has granted me the right to exhibit an article or articles of personalty on the premises of the Library during the month of:

I hereby acknowledge that I,

of

release and forever discharge the Barrington Public Library and the Town of Barrington of any and all responsibility for loss, damage, or theft of article or articles of personalty identified below, from or on the premises of the Barrington Public Library.

Article(s) _____

Article(s) will be placed on the exhibit wall.

Exhibitor (or owner)

Witness

Date

Barrington Public Library
Exhibit Policy

Individuals and organizations shall be invited to provide temporary exhibits of hanging art.

The Library reserves the right to screen potential exhibits for type, suitability, quality and space requirements. The planning, scheduling and screening for exhibits shall be the responsibility of the Community Services Librarian and the Children's Librarian, in consultation with the Library Director.

The Library shall not be responsible for loss, theft or damage to exhibit materials while on the premises. Exhibitors shall be required to sign a release form (see appended). No tape or other adhesives may be used on the exhibit wall ~~or on the back of the display case.~~

The Library staff may not participate in the sale of exhibit materials; no money shall be collected on the premises. The staff shall provide contact information, if the exhibitor shall have provided it, to individuals interested in purchasing materials. Selling prices may not be affixed to art or other objects on display, but exhibitors may leave a price list at the Reference Desk.

Because the exhibit area is in a public service area, openings may not be held in the exhibit area. There shall be no charge to the exhibitor or to the public for any exhibit.

*Approved by the Library Board of Trustees, April 14, 1994
Amended by the Library Board of Trustees, Oct. 16, 1997*

Barrington Public Library
Exhibit Information

The library has a display area on the first floor located in the hall that begins across from the Reference Desk and leads to the adult nonfiction collection where framed artwork can be hung from a molding with hooks and wire provided by the library.

The display molding runs along both sides of the hallway for a total length of approximately **55 feet**. Exhibitors can use as much, or as little of this space as is needed in order to hang their display.

It is recommended that the exhibitor take a look at this area while a current display is in place in order to get an idea of how to hang their artwork. Art can be hung in a straight line, or arranged in groupings designed by the artist. Some artists come in and make a sketch or plan of how they plan to use the space a month or so before their show goes up, this saves time when hanging the work.

FAQs

1. Can the track lighting be moved to better illuminate my show?

The track lighting must only be handled by the library's custodian. It is currently arranged to illuminate the area well in general. If you feel you must make changes to better illuminate your show, please set up an appointment with Head Custodian John Achilli so he can make the changes you require. John can be reached at john@barringtonlibrary.org or 247-1920 x 323.

2. To which area newspapers do you send exhibit publicity?

East Bay Newspapers.

3. What are the dimensions of the display areas?

The display molding in the hallway runs across 5 walls: **3 walls are each 20 feet in length, one wall is 8 feet long and one wall is 3 feet long.**

4. How do I arrange an "opening" for my show at the library?

Per the Library's Exhibit Policy, *Because the exhibit area is in a public service area, openings may not be held in the exhibit area.*

If you are interested in having an opening at the library, you may rent one of our meeting rooms on the second floor. More information about room rentals can be found at www.barringtonlibrary.org.

Setting Up Your Exhibit

- Exhibits are placed at the Library for one calendar month.
IMPORTANT: They must go up **on or after** the first day of the month--and are to be taken down **on or before** the last day of the month in which they are scheduled.
- Please be aware that it is the exhibitor's responsibility to physically put his or her exhibit into place, no library staff person will be on hand to help hang a show or arrange a display in the library's exhibit case. Many people find it useful to bring a friend or family member along to assist.
- Library exhibits are put in place strictly for the enjoyment of the public, not as commercial advertisements. Business flyers are not to be displayed, although the artist's biography may mention a place of employment, and all exhibitors may give a contact phone number where they can be reached.
- Exhibitors are welcome to leave a price list with the reference staff; prices are not to be posted at either display site.

Press Releases

- Press releases are sent to East Bay Newspapers and if a photo is submitted the exhibit will also appear on the library's social media platforms.
- Include a photo in .jpg format.
- Provide a paragraph describing what the viewer will see when they visit the exhibit, along with another paragraph giving a brief biographical description of the person (or persons) responsible for the display.
- The library must receive press release information **one month before your exhibit.**
- Email information to Jessica D'Avanza at jessicad@barringtonlibrary.org

Thank you for providing a display to Barrington Public Library, we look forward to your exhibit.

Questions can be directed to:

Jessica D'Avanza
Community Services Librarian
jessicad@barringtonlibrary.org
401.247.1920 x312